



NURSERY MANAGER CANDIDATE PACK



www.southlee.co.uk



Nursery Manager

Employment Status

Full-time

Location

South Lee Prep School & Nursery

Reports To

Head of Pre- Prep/Deputy Head

Professional
Competencies and Skills

- Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.
- Paediatric First Aid

The school is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For any further information or to submit your application form, please email recruitment@southlee.co.uk or visit: www.southleeschool.co.uk/work-with-us

The school office will also be able to help with any enquiries: 01284 754 654.



Message from the Head

Dear Applicant,

Thank you for taking an interest in the role of Nursery Manager at South Lee Prep School & Nursery.

South Lee Prep School & Nursery is a forward-thinking school that is always looking for ways to enhance learning and ignite intellectual curiosity in our children. We want them to become independent learners, to ask questions, to challenge what they already know, to learn new ways of thinking and to be the best they can possibly be. We also want them to learn who they are and how to be resilient and happy in their own skin.

The role is a full-time, permanent role with half an hour paid lunchtime.

I look forward to receiving your application,

Mrs Jo Coventry-King
Head



South Lee Prep & Nursery, Bury St Edmunds

South Lee is an independent day school and nursery dedicated to the growth and development of young boys and girls aged 3 months to 13 years. Our vibrant and nurturing environment fosters a sense of curiosity and care, where every child is inspired to achieve their utmost academic potential in preparation for their journey to senior school.

At South Lee, our exceptional team of teachers are not only skilled but also deeply devoted, providing the structure, inspiration, and challenges necessary to nurture our pupils' growth. Above all, we hold a profound commitment to shaping the very essence of our pupils as they evolve into exceptional individuals.

At the heart of South Lee lies our commitment to nurturing and celebrating the unique talents of each and every child.

Discover the inviting and friendly atmosphere that defines our school, and explore the impressive achievements of our students showcased on our platform. We extend a sincere invitation for you to come and experience first-hand the exceptional environment we've thoughtfully cultivated, aimed at preparing your child for a promising and fulfilling journey ahead.



Experience and Knowledge

- A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role.
- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.
- Knowledge and proven practical experience of implementing good quality learning opportunities.

Additional desirable experience & knowledge:

- Ability to co-ordinate in a specific specialist area e.g. SENCO.
- Forest School Training
- Children's Yoga Training

Attributes of a Successful Candidate

- Empathy and understanding of children under five.
- Excellent verbal and communication skills with children and parents.
- Ability to write reports and keep clear and accurate records.
- Effective team leadership.
- Excellent organizational skills
- Administrative and basic IT skills
- Calm and caring nature
- Ability to work as part of a team
- Able to work on own initiative



Key Responsibilities

- To be the outward face of the Nursery, actively promoting and marketing the setting to prospective parents.
- To deliver and ensure a high standard of play based learning, development and care for children aged 0-4 years. This includes researching and implementing new initiatives.
- To manage the day to day activities of the setting.
- To ensure that the nursery is a safe environment for children, staff and others.
- To develop partnerships with parents/carers to increase involvement in their child's development.
- To manage other staff within the nursery.
- To work with the Head of Pre-Prep/Deputy Head on the EYFS curriculum to ensure a smooth transition into Reception class.
- To be responsible for any tasks delegated by the Head of Pre-Prep/Deputy Head
- To be familiar with Ofsted and ISI framework and be inspection ready.



Key Activities

- Overall day to day management responsibility for the preschool nursery
- To be responsible for the efficient running of the preschool nursery and overall delivery of a high-quality service.
- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the nursery plans reflect an appropriate play based Early Years Foundation Stage (EYFS) curriculum, that enables children to make individual progress
- To ensure the nursery is always fully compliant and meets the inspection requirements at all times
- To manage, supervise and support the nursery staff.
- To work with other professionals in the local area for the benefit of children and families
- To ensure all staff understand and work to the school's policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child is working towards the early learning goals
- To organise and participate in the key person system



Key Activities

- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the school.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation form and development plan.
- To undertake any other reasonable duties as directed, in accordance with the school's aims and objectives

Personal Qualities

- A life- long learner- a reflective person who is always looking at research/changes in the field of Early Years Practice.
- A confident person who can sell the setting effectively.
- Reliable, enthusiastic, and flexible.
- A commitment to quality in all areas, with a high level of motivation and enthusiasm
- Able to perform under stress
- A creative thinker who can come up with new ideas and initiatives
- A good sense of humour



Working With Us

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- Free school lunches
- Auto-enrollment in a contributory pension scheme
- School fee remission
- Free parking available
- Wide range of professional development activities



Application Process

Applicants can find the application form and other details on our school website:

<https://www.southlee.co.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged strongly to apply in good time.

All applications should be sent to
recruitment@southlee.co.uk

For reasons of safer recruitment, please be aware we do not accept or review curriculum vitae. In order to progress your application, we will require a completed South Lee Prep School Application Form or the approved TES online application form.

It is our policy that we request employment references for all short-listed candidates prior to interview. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Candidates should be aware that in line with Keeping Children Safe 2023, we will conduct online searches for shortlisted candidates.



South Lee Prep School & Nursery

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southleeprepschool

Our Six South Lee Pillars



NURTURE



ACHIEVEMENT



COMMUNITY



COMMUNICATION



ZEST



AUTHENTICITY

South Lee Prep School & Nursery, Bury St Edmunds